

# **Cubitt Education Ltd – Quality Assurance Policy**

**Policy Owner:** Cubitt Education Ltd

**Approved by:** Sadie Walters

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## **1. Policy Statement**

Cubitt Education Ltd is committed to delivering high-quality education, training, and assessment services that meet or exceed the requirements of learners, employers, awarding organisations, and regulatory bodies.

We achieve this through robust quality assurance (QA) processes that ensure:

- Fair, valid, and reliable assessment.
- Continuous improvement in teaching, learning, and assessment.
- Compliance with all relevant standards and regulations.

## **2. Purpose**

This policy aims to:

- Ensure a consistent approach to quality assurance across all provision.
- Maintain compliance with awarding body, Ofsted, and ESFA requirements.
- Provide learners and employers with a high-quality learning experience.
- Support staff through training, resources, and feedback to maintain high standards.

## **3. Scope**

This policy applies to:

- Apprenticeships.
- Regulated teaching/training qualifications.
- CPD training and bespoke corporate workshops.
- All staff involved in teaching, assessment, internal quality assurance (IQA), and administration.

#### **4. Quality Assurance Objectives**

Cubitt Education Ltd will:

1. Ensure assessment decisions are valid, reliable, consistent, and fair.
2. Maintain clear and up-to-date policies and procedures for all aspects of delivery.
3. Implement rigorous internal quality assurance sampling and observation processes.
4. Act on feedback from learners, employers, awarding bodies, and EQAs.
5. Monitor staff competence and support their professional development.
6. Embed equality, diversity, safeguarding, and Prevent Duty in all provision.

#### **5. QA Roles and Responsibilities**

##### **Managing Director / Quality Lead**

- Overall responsibility for QA strategy, compliance, and continuous improvement.

##### **Lead IQA / Quality Manager**

- Coordinate internal quality assurance activities.
- Maintain IQA sampling plans and records.
- Prepare for External Quality Assurance (EQA) visits.
- Support assessors with feedback and development.

##### **Assessors / Trainers**

- Plan and deliver assessment in line with awarding body standards.
- Keep accurate assessment records.
- Respond promptly to IQA feedback.

##### **Administrators**

- Maintain secure learner records.
- Ensure timely registration and certification.

#### **6. QA Processes**

### **6.1 Internal Quality Assurance (IQA)**

- IQA sampling of learner work will cover a range of assessors, units, and assessment methods.
- Feedback will be clear, constructive, and action-focused.
- IQA findings will be discussed in standardisation meetings at least quarterly.

### **6.2 Standardisation**

- Regular meetings to ensure assessment decisions are consistent across assessors.
- Sharing of best practice and reviewing assessment materials.

### **6.3 Observation of Teaching, Learning, and Assessment (OTLA)**

- All teaching/training staff will be observed at least once annually.
- Observation feedback will inform CPD and improvement plans.

### **6.4 EQA Engagement**

- Full cooperation with awarding body EQAs.
- Timely completion of any actions from EQA reports.

## **7. Monitoring and Review**

- QA activities will be recorded in a Quality Calendar and monitored monthly.
- Learner, employer, and staff feedback will be gathered regularly and analysed for trends.
- An Annual Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) will be produced to drive improvements.

## **8. Continuous Improvement**

- CPD will be provided to ensure all staff remain occupationally competent.
- QA data and feedback will be used to identify training needs and process improvements.
- Good practice will be shared across the organisation.

## **9. Related Policies and Procedures**

This policy should be read alongside:

- **Assessment Policy**
- **Internal Quality Assurance Policy**
- **EQA Procedure**
- **CPD Policy**
- **Equality, Diversity & Inclusion Policy**
- **Safeguarding & Prevent Policy**

## **10. Review of Policy**

This policy will be reviewed annually or sooner if there are changes in regulatory or awarding body requirements.

### **Document Control**

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